

FRESNO, CALIFORNIA
CLASS SPECIFICATION

AIRPORT AIRSIDE/LANDSIDE SUPERINTENDENT

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Airport Airside/Landside Superintendent is the fourth level in a five level Airport Operations series. Incumbents are responsible for supervising and monitoring the day-to-day operations of the Fresno Yosemite International Airport and the Fresno Chandler Executive Airport, overseeing airside/landside maintenance, repair, and construction activities in compliance with Federal, State, and Local regulations, and enforcing applicable rules, regulations, and procedures pertinent to airport activities. Incumbents are also responsible for authorizing the opening and closing of aircraft operations areas, runways, and taxiways.

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Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for planning, organizing, and using independent judgement in supervising activities associated with airside or landside operations and maintenance to include electrical and HVAC.

The Airport Airside/Landside Superintendent is distinguished from the Fresno Chandler Supervisor by its responsibility for supervising and administering day-to-day operations of the airside and/or landside components of the Operations Section. The Airport Airside/Landside Superintendent is distinguished from the Airport Operations Manager, which is responsible for managing and coordinating the day-to-day airside and landside operations of the airport. May act in the absence of the Airport Operations Manager.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. |
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Daily
15%

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2.	Manages the day-to-day operations and activities of airside or landside airport operations, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.	Daily 20%
3.	Collaborates and confers with division and/or department management, intra-City and interagency committees, advisory groups, the general public, external agencies, contractors, and/or other interested parties to coordinate activities, discuss policies, review work, exchange information, and resolve problems.	Daily 15%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
4.	Performs inspections of airside/landside areas, as well as facilities, to identify problematic areas; initiates corrective action to ensure problem resolution.	Daily 10%
5.	Manages, coordinates, and oversees the work of contractors and vendors engaged in providing services for airport airside/landside operational, project, and/or maintenance activities, ensuring compliance with applicable contract terms and conditions.	Weekly 10%
6.	Participates in developing, administering, and monitoring operating and capital improvement budgets for landside/airside division; <u>recommends allocation of resources</u> and ensures proper expenditure control.	Monthly 5%
7.	Manages and oversees the maintenance and replenishment of division supplies, materials, and/or other related inventory items.	Monthly 5%
8.	<u>Develops and facilitates training</u> in the areas of FAA regulations, storm water sampling, herbicide and pesticide application, and/or other applicable areas; <u>maintains required reports</u> .	Varies 0 – 10%
9.	<u>Issues Notices to Airmen (NOTAMS)</u> of <u>non-standard</u> conditions in compliance with applicable FAA regulations and airport operational requirements.	Varies 0 – 5%
10.	<u>Authorizes the openings and closures</u> of aircraft operations areas, runways, and taxiways.	Varies 0 – 5%
11.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Public Administration, Business Administration, Airport Management or a closely related field, and two years of supervisory experience in airport operations and maintenance are required;

Or

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Additional qualifying experience may be substituted for education on a year-for-year basis.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check
- Herbicide or Pesticide Certificate

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Budget administration principles and practices;
- Airport maintenance and operations principles;
- Traffic control devices;
- Airport planning principles and theories;
- Airport safety principles and theories;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Principles, policies, practices and operations in assigned area of responsibility,

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work; detail oriented and ability to multi-task*
- Training employees in proper work methods
- Using computers and applicable software applications
- Developing and administering budgets
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Developing ,coordinating, and implementing airside/landside operations and maintenance programs
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 11/2007